



EARLY RENEWAL OF CREDENTIAL

You have submitted your application before your credential is due to expire. Commission regulations require that when an application is received before the expiration date of a credential, the new credential be issued with the date the application is received by the Commission. The time remaining on the existing credential will be forfeited.

There will be no forfeiture of time for credentials when renewal applications are received within 12 months of the credential expiration date.

Example:

A teacher who has three years remaining on a five year credential decides to renew early and submits an application on February 1, 2002, to the California Commission on Teacher Credentialing. The new credential would be issued on the date the request for renewal is received. If issued effective February 1, 2002, the teacher would get a new five-year credential, but would effectively forfeit the three years remaining on the previous credential. The teacher could have avoided this forfeiture by waiting until there were less than 12 months remaining on the credential.

Options

You have **two** options:

1. To avoid forfeiture of the remaining time, resubmit this application to the Commission within the 12-month period prior to the expiration date of your credential
2. If a forfeiture of the remaining time left on your credential is acceptable and you wish to renew your credential early, please sign the statement below and return your entire application package to the Commission

To Renew Credential Early

I, _____, understand that renewing my credential more than 12 months before its expiration date will result in a forfeiture of any time remaining on my existing credential.

Signature: _____ Date _____